

Charter Review Committee  
Revised 4/10/05  
Revised 4/18/05  
Revised 9/27/05  
Revised 10-3-05

## Draft

South University Neighborhood Association Charter  
Recognized: May 20, 1974  
Revised: Res. No. 3100, March 1979  
Revised: Res. No. 3338, April 1980  
Revised: *(Insert date of City approval.)*

### Article I      Name

The name of this organization is the South University Neighborhood Association (SUNA).

### Article II      Area

- Section 1      The South University Neighborhood Association Area is that property within Eugene, Oregon bounded by the south side of 18<sup>th</sup> Avenue, the west side of Agate Street, the north side of 24<sup>th</sup> Avenue and the east side of Patterson Street.
- Section 2      The area boundaries may be changed by a charter amendment as specified in Article 12 of this charter.

### Article III      Purpose

The purpose of this organization is to build community at the neighborhood level and to improve the livability of the neighborhood. SUNA shall do this by:

- (a) Sponsoring neighborhood improvement projects and social events,
- (b) Providing a forum to identify, discuss and resolve neighborhood issues in a civil manner,
- (c) Establishing two-way communication between the South University Neighborhood and the City, other neighborhoods and other external agencies,
- (d) Educating neighbors on issues, public process, City services and policies and elections, and
- (e) Identifying and advocating SUNA's position on issues such as land use, transportation and public facilities and services.

#### Article IV      SUNA Membership and Voting

- Section 1      SUNA Membership includes the following and no others:
- (a) Owners of real property within the area described in Article II, Section 1, and
  - (b) Residents of the area described in Article II, Section 1 who are at least 18 years old.
- Section 2      Only SUNA members will be eligible to vote on a matter before the membership at a SUNA Membership Meeting. Eligibility to vote shall require signing the attendance list that will be made available at each SUNA Membership Meeting.
- Section 3      There shall be no voting by proxy. Reasonable accommodations will be made to allow members with physical disabilities to vote.
- Section 4      Each member shall be entitled to one vote.
- Section 5      A quorum of a SUNA Membership Meeting shall consist of 10 SUNA members not including members of the Board of Directors.

#### Article V      Officers

- Section 1      Officers shall be SUNA members.
- Section 2      The Officers are: Chairperson, Vice Chairperson, Secretary and Treasurer.
- Section 3      A nominating committee shall present nominations at the SUNA Membership Meeting preceding the Annual Meeting. Any member may make additional nominations from the floor at that meeting. The Annual Meeting is described in Article VII, Section 1.
- Section 4      Officers shall be elected by a majority of those in attendance and eligible to vote at the Annual Meeting. Write-in names will not be allowed except for a position for which no person has been nominated. Tie votes shall be decided by the newly elected Board of Directors.
- Section 5      Officers will serve for two years commencing on the date of the election. Loss of SUNA Membership status will automatically remove the individual from office. An individual may not serve more than two consecutive terms in the same office.

- Section 6      Offices vacated before the expiration of the term shall be filled by appointment by the Board of Directors. Officers so appointed will serve until the next annual election.
- Section 7      The Chairperson shall preside over all meetings of the Board of Directors and SUNA Membership Meetings. The Chairperson shall coordinate and guide the business of the Board of Directors and will be the primary liaison with the City of Eugene, the Neighborhood Leaders Council and other Neighborhood Associations. The Chairperson shall be an ex officio member of all committees and shall carry out additional duties as delegated by the Board of Directors.
- Section 8      The Vice Chairperson shall assist in the duties of the Chairperson at the Chairperson's request. In the absence of the Chairperson, the Vice Chairperson shall assume the Chairperson's duties and powers.
- Section 9      The Secretary shall take minutes of all meetings of the Board of Directors and all SUNA Membership Meetings. The Secretary shall maintain file copies of minutes, attendance lists, and related records. Minutes shall be produced and available for public review in a timely manner. Attendance lists shall be kept for at least one year.
- Section 10     The Treasurer shall receive all SUNA funds, deposit them and make payments as directed by the Board of Directors, shall maintain all appropriate financial records and shall report regularly to the Board of Directors and SUNA Membership.

Article VI      Board of Directors

- Section 1      The Board of Directors shall consist of the Officers and eight Members-at-Large nominated and elected in the manner specified in Article V, Section 4
- Section 2      The eight Members-at-Large shall be elected to serve two-year terms. Four Members-at-Large shall be elected each year. Terms shall commence on the date of the election. Nominations for Members-at-Large shall be made in the same manner as for Officers as set forth in Article V, Section 3. Vacancies shall be filled by the Board of Directors to serve until the next annual election.
- Section 3      The primary responsibility of the Board of Directors is to administer and manage SUNA so as to achieve the purpose of SUNA as stated in Article III.

- Section 4      The Board of Directors shall hold meetings at a place and time determined by the Board of Directors. A minimum of four meetings shall be held each year. Board of Directors meetings shall be announced at the prior meeting of the SUNA Membership and shall be open to the public. Notice of the meeting shall be included in the City's public meeting calendar.
- Section 5      Special meetings of the Board of Directors may be called by the Chairperson, or in the Chairperson's absence, by the Vice Chairperson in the event of situations calling for prompt action. Reasonable efforts shall be made to inform the SUNA Membership of special meetings consistent with the purpose of the meeting. Such meetings may be conducted by conference telephone call or e-mail.
- Section 6      Minutes of the Board of Directors meetings shall be kept on file and made available to the SUNA Membership at the next SUNA Membership Meeting. Minutes of Board of Directors meetings shall be published in the next neighborhood newsletter or on the SUNA website.
- Section 7      A quorum shall be a majority of existing Board of Directors. Board of Directors decisions shall be decided by a majority vote of the quorum. The Chairperson shall vote only to break a tie.
- Section 8      The Board of Directors shall establish the time and place for SUNA Membership Meetings and shall ensure that the meetings are publicized. Notice of meetings shall include the date, time, place and proposed agenda. The Board of Directors shall establish the agenda for meetings of the SUNA Membership. Items may be added to the agenda and voted on at any meeting of the SUNA Membership as specified in Article VII, Section 3.
- Section 9      The Board of Directors may, as the need arises, draft bylaws for SUNA subject to the provisions of Article XII.
- Section 10     The Board of Directors may, as the need arises, appoint committees to carry out the purposes of SUNA.

Article VII      SUNA Membership Meetings

- Section 1      A minimum of four meetings, as defined by the City Council, of the SUNA Membership shall be held each year (July 1 through June 30). SUNA membership meetings include any SUNA sponsored activity at which attendance is taken. One such meeting shall be

designated as the Annual Meeting at which Officers and Board of Directors members-at-large shall be elected.

- Section 2     Upon proper motion, matters relating to agenda items may be brought to a vote of those present and eligible to vote provided a quorum, as defined at Article 4, Section 5, is present. .
- Section 3     A petition bearing the signatures of three SUNA members, and presented to the Chairperson not less than ten days before the meeting, may call for action on a matter not on the agenda. If two-thirds of the eligible voters vote to approve, the matter may be voted upon at the meeting at which the matter has been raised.

#### Article VIII     Public Information

- Section 1     Subject to available funding, SUNA shall publish at least four public information items each year such as newsletters, postcards, flyers, posters, radio or television spots, electronic bulletin postings or advertisements in the local newspaper.
- Section 2     The Board of Directors shall decide each year, following the annual election of officers and members, whether and how often to publish public information items for the following year.
- Section 3     The purposes of the newsletter are to:
- Provide notification of upcoming meetings,
  - Facilitate discussion on local neighborhood issues,
  - Promote neighborhood, community and city events,
  - Share information related to the neighborhood,
  - Foster dialogue on elections and ballot measures related to the neighborhood,
  - Build community,
  - Recognize individuals, organizations and businesses for their volunteer efforts on behalf of the neighborhood,
  - Distribute City public information.
- Section 4     The newsletter shall be published prior to each SUNA Membership Meeting subject to available funding. Newsletters should be distributed at least 10 days prior to such meetings.
- Section 5     The Board of Directors shall, each year, appoint a Newsletter Editor, who shall be responsible for the newsletter's format and preparation for printing. The Editor shall work with a Newsletter Committee on matters of content and appearance.

Section 6      The Editor shall work with City staff to produce a product that meets the Neighborhood Association Newsletter Guidelines adopted by the City Council.

Article IX      Finances

Section 1      SUNA may receive funds and employ persons to further its purposes, and may own and dispose of property.

Section 2      Grants or monies secured to fund specific projects or programs that have itemized budgets approved by the Board of Directors may be expended without further approval.

Section 3      SUNA may accept contributions aimed at achieving one or more of the SUNA purposes set forth in Article III.

Section 4      The Board of Directors shall adopt standard accounting practices for the budgeting and expenditure of funds.

Article X      Parliamentary Authority

Unless specified otherwise in this charter or any adopted bylaws, the activities of SUNA shall be guided by Robert's Rules of Order so as to allow the orderly conduct of business.

Article XI      Charter Review and Amendment

Section 1      This charter may be amended at any SUNA Membership Meeting by a two-thirds vote of at least a quorum provided the proposed amendments have been submitted to the Board of Directors for review. Written notice of proposed charter amendments shall be provided by either the SUNA newsletter or website prior to the meeting where changes will be presented, discussed and voted upon.

Section 2      The Board of Directors shall appoint a Charter Review Committee at least every ten years or more frequently should the Board deem it necessary.

Section 3      Charter amendments shall become effective upon approval by the City Council.